



Library Board of Trustees

Library Board of Trustees Meeting

Via Zoom

Wednesday, June 28, 2023, 4:00pm – 5:00pm

Trustees Present

Peggy Brookhouse
Dr. Stacey Brown
Jon Buchan
Joe Helweg, Chair
Dr. Kimmerly Martin
Tracy Montross
Preethi Srinivasan
Charles Thomas

Absent

Ailen Arreaza
Dr. Amy Hawn Nelson
Dr. Ricky Woods

Staff Present

Karen Beach
Kevin Bittle
Shelley Book
David Dillard
Barbara Cantisano
Annie Eastwood
Michael Engelbrecht
Jenni Gaisbauer
Krystel Green
Caitlin Moen
Angie Myers
Emily Nanney
Chantez Neymoss
John O'Connor
Emery Ortiz
Keisha Portis
LaJuan Pringle
Hilary Swierc
Kim Sykes-Joseph
Marcellus Turner

Others Present

Mark Kutny

Joe Helweg opened and welcomed everyone to the Board Meeting at 4:00pm.

Absence with Cause

Mr. Helweg requested a motion to approve absence with cause for Ailen Arreaza, Dr. Amy Hawn Nelson and Dr. Ricky Woods. On a motion by Charles Thomas and seconded by Jon Buchan, the Trustees unanimously approved the absence with cause.

Approval of Minutes

Mr. Helweg requested a motion to approve the Minutes from May 22nd. On a motion by Jon Buchan and seconded by Preethi Srinivasan, the Trustees unanimously approved the minutes with a date correction.

Chair Update

Mr. Helweg provided the following updates:

- Dr. Ricky Woods and Ailen Arreaza were both reappointed to the Board of Trustees for a 2nd term on Wednesday, June 21st by the Board of County Commissioners.
- There will be no July Board meeting.
- The August 11th Board of Trustees retreat will be held at the Independence Library from 9:00am – 4:00pm. Breakfast and lunch will be served.

Committee Reports

Finance Committee

Angie Myers presented the following:

FY 2024 Proposed Budget

- This is the consolidated Library budget for FY 2024 (\$53.8M). It includes revenues from Mecklenburg County (our primary funder) as well as all other known sources including Federal, ABC, State, Foundation, Library-generated Fees, etc.
- The Mecklenburg County budget was adopted on 6/6/23 so the County funding within the Library budget is approved at this time.

	FY 2024 Proposed - General Fund	FY 2024 Proposed - Special Revenue Fund	FY 2024 Proposed Budget - Total	FY 2023 Adopted Budget - Total	Variance FY 2024 to FY 2023	% Variance FY 2024 to FY 2023
Revenues						
Revenue						
Intergovernmental:						
Mecklenburg County	\$ 47,145,138	\$ -	\$ 47,145,138	\$ 42,255,300	\$ 4,889,838	11.6%
State of North Carolina	\$ 682,386	\$ -	\$ 682,386	\$ 633,919	\$ 48,467	7.6%
ABC Board	\$ 860,733	\$ -	\$ 860,733	\$ 860,733	\$ -	0.0%
Federal	\$ 2,897,842	\$ -	\$ 2,897,842	\$ 8,030,898	\$ (5,133,056)	-63.9%
City of Charlotte	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ -	0.0%
Total Intergovernmental Revenues	\$ 51,588,599	\$ -	\$ 51,588,599	\$ 51,783,350	\$ (194,751)	-0.4%
Library Fines	\$ -	\$ -	\$ -	\$ -	\$ -	
Library Fees	\$ 744,000	\$ -	\$ 744,000	\$ 315,000	\$ 429,000	136.2%
Foundation Contributions	\$ -	\$ 1,312,531	\$ 1,312,531	\$ 1,183,297	\$ 129,234	10.9%
Other	\$ 227,500	\$ -	\$ 227,500	\$ 231,500	\$ (4,000)	-1.7%
Interfund Transfer	\$ (100,000)	\$ -	\$ (100,000)	\$ (100,000)	\$ -	
Fund Balance & Reserves Appropriation	\$ -	\$ 19,500	\$ 19,500	\$ 130,558	\$ (111,058)	-85.1%
Total Revenues	\$ 52,460,099	\$ 1,332,031	\$ 53,792,130	\$ 53,543,705	\$ 248,425	0.5%

	FY 2024 Proposed - General Fund	FY 2024 Proposed - Special Revenue Fund	FY 2024 Proposed Budget - Total	FY 2023 Adopted Budget - Total	Variance FY 2024 to FY 2023	% Variance FY 2024 to FY 2023
Expenditures						
Expenditure Categories:						
Salaries & Benefits	\$ 35,641,324	\$ 705,031	\$ 36,346,355	\$ 32,839,321	\$ 3,507,034	10.7%
Library Collections	\$ 8,038,522	\$ -	\$ 8,038,522	\$ 5,420,590	\$ 2,617,932	48.3%
Facility Related	\$ 3,752,264	\$ -	\$ 3,752,264	\$ 3,582,538	\$ 169,726	4.7%
Professional Services	\$ 1,187,278	\$ -	\$ 1,187,278	\$ 530,274	\$ 657,004	123.9%
Technology & Equipment	\$ 1,610,590	\$ -	\$ 1,610,590	\$ 9,260,409	\$ (7,649,819)	-82.6%
Programming	\$ 518,503	\$ 162,000	\$ 680,503	\$ 438,963	\$ 241,540	55.0%
Personnel Related	\$ 324,600	\$ 15,000	\$ 339,600	\$ 205,200	\$ 134,400	65.5%
Interfund Transfer	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	0.0%
Misc. General Operating	\$ 1,287,018	\$ 450,000	\$ 1,737,018	\$ 1,166,410	\$ 570,608	48.9%
Total Expenditures	\$ 52,460,099	\$ 1,332,031	\$ 53,792,130	\$ 53,543,705	\$ 248,425	0.5%
Total						
(Revenue-Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -	

After some discussion, and on a motion from the Finance Committee, the board unanimously approved the FY2024 Budget.

Budget Adjustments

Angie presented the following budget adjustments for approval:

FY2023 Budget Adjustments					
Budget Adjustment Number	FY2023 or Multi-Year	Short Description	Budget Category	Revenue Budget Adjustment Amount	Expenditure Budget Adjustment Amount
230611	FY2023	Library and County 7th & Tryon Addition	Revenue: Mecklenburg County	425,000	
230611	FY2023	Library and County 7th & Tryon Addition	Expenditure: Professional Services		425,000
230612	FY2023	ABC Additional Distribution	Revenue: ABC Board	157,000	
230612	FY2023	ABC Additional Distribution	Expenditure: Misc. General Operating		157,000
230613	FY2023	Humanities Contribution - Living Archives Project	Revenue: Foundation Contribution	27,000	
230613		Humanities Contribution - Living Archives Project	Expenditure: Salaries & Benefits		27,000
230614	FY2023	City of Charlotte 7th & Tryon Cost Share	Revenue: Other	8,926	
230614	FY2023	City of Charlotte 7th & Tryon Cost Share	Expenditure: Professional Services		8,926
			Total FY2023 Budget Adjustments	617,926	617,926
Budget Transfers					
Budget Transfer Number	FY2023 or Multi-Year	Short Description	Budget Category	Budget Transfer Impact - Revenue	Budget Transfer Impact: Expenditure
230615	FY2023	Library 7th & Tryon Transfer	Expenditure: Facility Related		(150,000)
230615	FY2023	Library 7th & Tryon Transfer	Expenditure: Misc. General Operating		(25,000)
230615	FY2023	Library 7th & Tryon Transfer	Expenditure: Professional Services		175,000
			Total FY2023 Budget Transfers	-	-

HR Policy Changes

The Library, per our interlocal agreement with Mecklenburg County, aligns HR Policies around compensation and benefits to Mecklenburg County Human Resources Policies. Below is a summary of the policy changes effective 7/1/2023 with changes between old and new policies summarized below:

- Vacation Leave
 - New, higher, vacation accruals for all levels of eligible Library staff
 - Eligible new full-time employees now have the ability to use 5 days/40 hours of “front loaded” vacation time
 - Annual vacation rollover maximum increased to 280 hours (from 240 hours)
- Bereavement Leave

- Increase from 3 days (24 hours) to 5 days (40 hours) for death of a close relative as defined by the policy
- Removal of requirement for leave days to be consecutive
- Temporary Salary and Interim Pay Adjustment
 - The Temporary Salary Adjustment policy is new and in addition to the Interim Pay policy.
 - The Temporary Salary Adjustment policy is intended to recognize increased responsibilities by eligible employees who are not assuming the full vacant roles.
- Interim Pay remains available for eligible employees who assume duties related to a vacant position.
- Telework Policy
 - Employees are permitted to work from a remote location within North Carolina or South Carolina for up to two days per week. (Reduction from prior maximum of 3 days per week).
 - Full policy not included as this is the only change.

Proposed Action

Per ILA requirements and/or operational efficiencies gained by staying aligned with Mecklenburg County pay and benefit policies, the proposed action is for the Library Board of Trustees to adopt the human resource policies described in summary above and shown in detail on pages 2-6.

After some discussion, and on a motion from the Finance Committee, the board unanimously approved the HR Policy Changes.

After some Board discussion, Joe Helweg adjourned the board meeting at 4:45pm.

Respectfully submitted,

Marcellus Turner
CEO